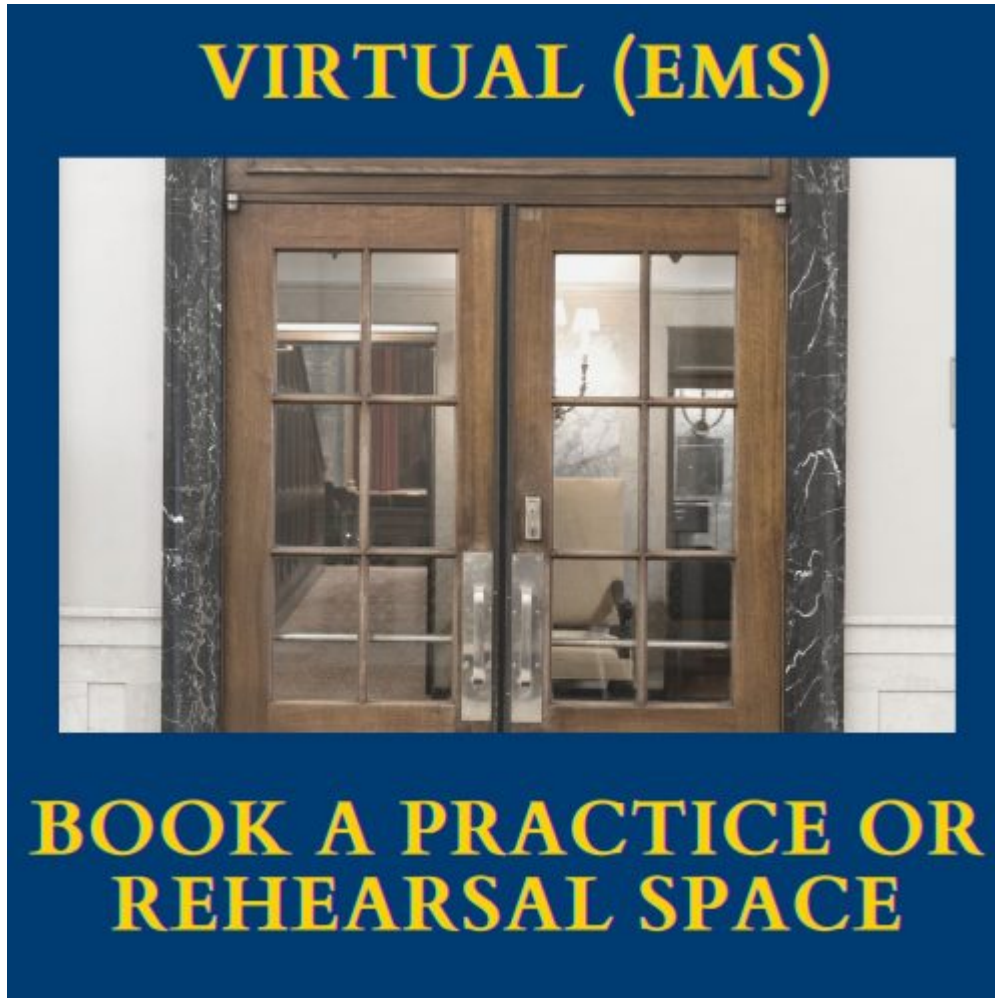


## Room Request-Virtual EMS (Student)

### Description



*You are now able to book a room from the convenience of your personal computer or smartphone with access to the [Virtual Event Management System \(V-EMS\)](#).*

[Book a Practice, Rehearsal, or Recording space using V-EMS](#)

### **LOGGING IN INSTRUCTIONS**

- Students may schedule a practice/rehearsal room using V-EMS, no more than one week in advance. This includes requests for non-degree recitals in these spaces.
- Piano students can book a maximum of two, 3-hour blocks per day.

- All other students can book a maximum of two, 2-hour blocks per day.
- 

- This restriction does not apply to teaching assistants requesting space for instructional use, or to faculty and staff.

## Eastman Practice Room Breakdowns

- [Non-Reservable Practice Rooms \(First Come/ First Served\)](#)
- [Piano Practice Rooms: Reservable in V-EMS](#)
- [Piano Practice Rooms: Non-Reservable in V-EMS \(first come, first served\)](#)
- [Student Rehearsal Rooms: Reservable in V-EMS](#)
- [TA STUDIOS: Must be reserved through the Registrar's Office](#)

### Non-Reservable Practice Rooms (First Come/ First Served)

Non-Reservable Spaces (first come, first served)

A326  
A327  
A328  
A329  
A330  
A331  
A332  
A333  
A334

### Piano Practice Rooms: Reservable in V-EMS

ESM Piano Practice Rooms: Reservations

A001  
A005  
A006  
A007  
A009  
A010  
A011  
A016  
A017  
A018

A019  
A020  
A022  
A217  
A417  
A604  
A614

**Piano Practice Rooms: Non-Reservable in V-EMS (first come, first served)**

ESM Piano Practice Rooms: Non-reservable

A003  
A014  
A015  
A023  
A317  
A611

**Student Rehearsal Rooms: Reservable in V-EMS**

ESM Student Rehearsal Reservation

A004  
A021  
A221  
A322  
A323  
A324  
A411  
A412  
A413  
A414  
A415  
A416  
A419  
A420  
A421  
A422  
A423  
A426  
A428

A429  
A430  
A431  
A432  
A433  
A434  
A435  
A513  
A514  
A515  
A516  
A517  
A519  
A521  
A522  
A524  
A527  
A528  
A529  
A704  
A707  
A708  
A709  
A710  
A902  
ESM 209  
ESM 305  
ESM 320  
ESM 404  
ESM 514  
ET 404  
ET 410  
ET 412  
ET 603  
OSL 101  
OSL 204

**[TA STUDIOS: Must be reserved through the Registrar's Office](#)**

ESM TA STUDIOS (only bookable by our office for TAs)

A204  
A205  
A207  
A208  
A214  
A215  
A216  
A218  
A335

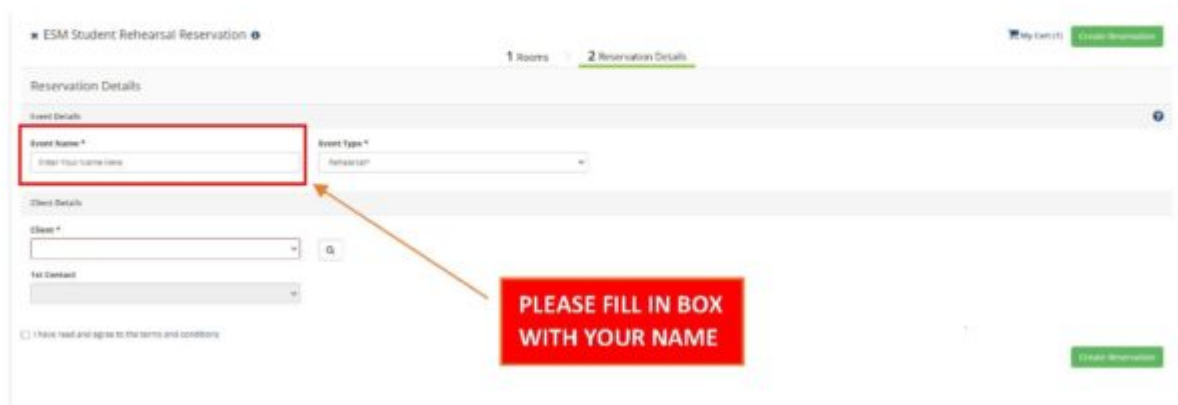
**\*\*When using the V-EMS system to log in please use your**

STUDENT E-MAIL for the USERNAME and your

STUDENT ID number for your PASSWORD (*NOT YOUR NET ID*)\*\*

- For complete instructions on how to use Virtual EMS (V-EMS), please review the [V-EMS Instructions](#)
- When making a reservation in the “Event Name field” YOU MUST ENTER YOUR FIRST AND LAST NAME, improperly doing so may result in SECURITY not allowing you to use the space.

**Please remember to fill in your name for security purposes (see picture below)**



The screenshot shows the 'ESM Student Rehearsal Reservation' interface. The 'Reservation Details' section is active, showing 'Event Details' and 'Client Details'. The 'Event Name' field is highlighted with a red box, and an arrow points from a red callout box that says 'PLEASE FILL IN BOX WITH YOUR NAME' to this field. The 'Event Type' dropdown is set to 'Rehearsal'. The 'Client Details' section includes 'Class' and 'Tel Contact' dropdowns. A checkbox for 'I have read and agree to the terms and conditions' is visible at the bottom left. A green 'Make Reservation' button is at the bottom right.

### ESM Practice Room Policies

- The Registrar’s Office does not provide set up of chairs or stands for rehearsals. Student

ensembles should plan to provide their own folding stands.

- Room availability is extremely limited during certain times of the day and certain weeks of the year. Please be aware that there may not be any space available at your preferred time.
- Requests for the Eastman Theatre, Kilbourn Hall, Hatch Recital Hall, Ray Wright Room, Howard Hanson Hall, Ranlet Lounge, and Ciminelli Lounge should be made via the [Concert Office](#).
- Note that if your event requires technical support, such as laptop & projector or recording equipment, you must arrange this separately with [ESM Technology and Media Production](#).

## **[Non-Instructional Classroom or Meeting Room Request Link](#)**

**Date**

2024/06/25